

Project EASIER Bulletins are a periodic communication tool that provide information and/or reminders about the project. The bulletins are disseminated to superintendents and all identified local district contact persons. If you would like others in your district to receive the bulletins, add them to the EASIER/BEDS/ID Contact Person Application located at <https://www.edinfo.state.ia.us/securelogin.asp>. Bulletins will be placed on the Project EASIER information website for future reference at <http://www.iowa.gov/educate/content/view/44/310/1/3/>.

Mid-Year Curriculum Deadline

The deadline for certifying the Mid-Year Curriculum report is this Friday, February 2.

Completion Status as of 1/29/07:

206 districts have **uploaded** a file

116 districts have **approved** a file

88 districts have **certified** the report

Thank you to the 88 districts that have certified! Your early attention to this requirement is appreciated.

If you are a district that has not yet certified, please review where your file is in the reporting process. Here is a summary of the process:

- 1 Enter and edit course codes in your local student information system
- 2 Create the file and upload it to the Department website at <https://www.edinfo.state.ia.us/securelogin.asp>
- 3 Process the file by correcting displayed errors and reviewing warnings
- 4 Review and edit the data as necessary
- 5 Approve the file
- 6 Review the report
- 7 Certify the report

It should follow that once a file is approved, certification should be an automatic next step. However, there continues to be a breakdown between approval and certification. In some cases, the person responsible for creating and approving the data file is not the person who certifies the report. I would urge you to coordinate this process.

The Department receives a large number of requests for curriculum information from internal and external entities. It is not possible to provide this information until all district reports are completed. In other words, the deadline is important! **Districts that do not meet the deadline will be contacted beginning February 5.**

Aids to Understanding Department Course Grouping Strategies

Your curriculum data are used for a number of purposes, however the primary purpose of the report that you review for certification is to ascertain whether or not accreditation standards have been met. To make this determination, the Department has developed a rationale for grouping courses so that only unique courses are counted toward meeting the accreditation requirements.

For the curriculum report, you are asked to code and report all courses offered and taught in order to provide a comprehensive picture of your overall curriculum. Basically, we are expecting an NCES code for any local course. This should always be done, but all of these course units cannot be combined for accreditation purposes.

To identify only unique courses, five procedures for grouping courses have been developed and applied to your report. Two handouts regarding these procedures were shared with you at the November ICN sessions, but it was indicated at that time that the information would be more meaningful after your report was created! So here they are again. Go to <http://www.iowa.gov/educate/content/view/44/310/1/1/>. They are **Curriculum Report Accreditation Calculations** and **Curriculum Coding Notes**.

Service Learning Indicator Data Not Required for Spring 2007

As indicated in Project EASIER Bulletin #5 (December 7, 2006), the nine Service Learning data elements intended for collection in Spring 2007 will no longer be required. There is no need to enter these data. We apologize for any inconvenience.

Do not hesitate to contact me at 515-281-7509 or coleen.mcclanahan@iowa.gov with any questions or concerns you may have.

Thank you.

Coleen McClanahan
Project EASIER Manager